

**REQUEST FOR QUALIFICATIONS  
PROGRAM MANAGEMENT SERVICES FOR  
HURRICANE ZETA RECOVERY  
LONG BEACH, MISSISSIPPI**

The City of Long Beach is accepting qualifications from individuals and firms for Program Management Services for Hurricane Zeta Recovery projects funded by Insurance Proceeds, FEMA Public Assistance, and/or Tidelands.

All services will be provided in accordance with applicable state and federal law and regulations governing Insurance Regulations, FEMA Public Assistance, and/or Tidelands funds.

It should be noted that the scope of work set forth herein is intended to have some flexibility and the City of Long Beach and the selected consultant(s) may alter or modify the tasks if necessary and appropriate and if conditions or circumstances require.

All proposals must be received in the City Clerk's Office no later than 10:00 am, November 20, 2020 after which they will be referred to the City's Selection Committee. An original and four (4) copies of each proposal must be submitted.

The Selection Committee will review each proposal, select a qualified firm (or firms), conduct interviews and negotiate costs as may be required and make a recommendation for contract award to the Long Beach Board of Aldermen.

All proposals shall be submitted in a sealed envelope and clearly identified as set forth below:

NAME OF CONSULTING FIRM OR INDIVIDUAL  
PROPOSAL FOR PROGRAM MANAGEMENT SERVICES  
FOR HURRICANE ZETA RECOVERY  
LONG BEACH, MISSISSIPPI

**Scope of Work**

The selected consulting firm or firms shall be responsible for the timely provision of prompt management services, at a minimum, in accordance with the scope of work for various projects throughout the City.

**Contract Type**

The City of Long Beach will enter into a contract with the selected firm or firms on an hourly rate plus expenses basis.

**Proposal Content**

In order for proposals to be properly evaluated, a clear and concise statement of qualifications, experience, and capacity to perform must be submitted. The City of Long Beach reserves the right to reject any and all proposals and to waive any informality.

Proposals will be reviewed by the Selection Committee, using the following selection criteria. Each member of the Committee will assign points to each criteria based on the content of the proposal. Interviews and negotiations may be conducted with the firm or firms receiving the

highest number of points, as rated by the Selection Committee. If a mutually satisfactory and competitive contract cannot be negotiated with the firm(s), the firm(s) will be requested to submit a best and final offer, in writing, and if a contract cannot be reached after the best and final offer, negotiation with that firm(s) will be terminated. Negotiations then will be initiated with the subsequently listed firm in the order of rating, and this procedure will be continued until a mutually satisfactory contract has been negotiated. In addition to reaching a fair and reasonable price for required work, the objective of negotiations will be to reach an agreement on the provisions of the proposed contract including scope, extent of work, hourly rates and other essential requirements. The proposal must include the following parts:

	<b><u>Maximum Points</u></b>
1. <b><u>Qualifications</u></b> – Information reflecting the background, professional, and technical expertise to carry out the work. Professional registration, design certification, project management and construction related certifications will be considered a plus. Provide company history, insurance coverage and statement of financial solvency.	25
2. <b><u>Experience</u></b> – Information regarding experience of the firm and of the individuals that can be assigned to provide the services. At a minimum, information submitted should include the following: <ul style="list-style-type: none"> <li>a. The names of the entities for which similar Program Management Services have been provided.</li> <li>b. Firms considered must have employees with at least 3 to 6 years experience with similar funded projects</li> </ul>	25
3. <b><u>Capacity for Performance (Work Force)</u></b> – Timely completion of the work is essential, to that end, each proposal must clearly identify the number and title of staff that can be assigned to complete the work.	25
4. <b><u>Applicable Hourly Rates</u></b> – All employees and their job classification which may be assigned to the work must be listed with the appropriate hourly rate, and also state costs for any anticipated expenses not covered by the hourly rates.	25

## **SCOPE OF SERVICES**

Attached hereto is a scope of services that describes the project management services required in the implementation of the various projects funded by Insurance Proceeds, FEMA Public Assistance, and Tidelands funds.

As stated previously in this RFQ, this scope of work is intended to have some flexibility, and the City of Long Beach and the selected consultant(s) may alter or modify the tasks, if necessary and appropriate, and if conditions or circumstances require.

It is important to note that the project, which is the subject of the RFQ, will be funded in whole or in part with Insurance Proceeds, FEMA Public Assistance, and/or Tidelands funds. By virtue of FEMA Program requirements, compensation of the Program Manager (to be negotiated with selected firms) cannot be based on a percentage of construction costs.

### **I. SCOPE OF WORK**

The work will involve program management of FEMA projects, Insurance projects and Tidelands projects for the City of Long Beach. The overall scope of work includes the design and construction of public buildings, infrastructure, harbor related facilities, and debris removal.

All services will be provided in accordance with applicable state and federal law and regulations governing the FEMA program, Insurance requirements, and Tidelands.

### **II. SCOPE OF SERVICES**

The Program Management Firm will provide its experience and expertise in coordinating FEMA projects, Insurance projects, and Tidelands projects, as required by the City and may include the following:

#### **Project Administration:**

- A. Maintain established lines of communication among team members and the City to ensure effective communication and timely issuance resolution.

- B. Lead and document as may be necessary, meetings requiring City involvement or representation.
- C. Attend City of Long Beach Board of Aldermen meetings as required to provide project specific information and updates.
- D. Maintain a comprehensive Project Directory including all contact information for each team member.
- E. Assist the City with design reviews and approvals. Assist with periodic milestone design reviews (Schematic Design, Design Development and Construction Documents).
- F. Lead the budget review process at the completion of each major design phase. Develop budget reduction strategies if the budget updates indicate overage.
- G. Lead all value engineering efforts that become necessary and document the opportunities and results of those efforts. Provide guidance, feedback, and leadership in the identification and review of all cost savings opportunities, particularly in the disciplines of mechanical, electrical, and plumbing.
- H. Lead and document as may be necessary, Owner/Architect/Contractor team meetings.
- I. Assist in developing and distributing a comprehensive Action Items Log to be used in tracking all critical and time sensitive project issues and the party responsible for resolving the issue. Track follow-up actions through completion.
- J. Assist the City and other team members with local and state authorities as required to address permitting and design approval issues.
- K. Review and maintain project bond and insurance forms for compliance with contract requirements.
- L. Provide monthly status reports that include a monthly project update, updated Master Program Budget and Schedule, and a list of major issues requiring City administrative action.
- M. As may be required, notify all successful and unsuccessful firms at each decision point of the process.
- N. Manage project through completion and City project closure.
- O. Develop a comprehensive Program close-out checklist to ensure that all project related documentation, extra materials, owner's manuals, warranties, certifications and post occupancy follow-up are provided by the responsible party.

### **Budget Control**

- A. Develop, update, monitor and maintain the Program Budget. Develop budget reduction strategies if budget updates indicate overages beyond accepted margins.
- B. Update the existing Cash Flow Analysis at regular intervals and review the updated document with the City.
- C. Review and process all project related contracts, quotes, and invoices to ensure they are in accordance with the budget. Reconcile, on a minimum quarterly basis, Program Manager accounting records with City accounting to ensure Program related costs are accurate and the same.
- D. Review all change orders and change requests to ensure they are in compliance with contract terms. Assist in negotiating resolution of any issues.
- E. Maintain full and detail Program accounting records and exercise such controls as may be necessary for proper financial management. The accounting and control systems shall be satisfactory to the Owner.

### **Schedule Control**

Review and assist in maintaining and regularly updating of the Master Program Schedule. The baseline for the schedule will be the preliminary schedule developed during the engagement. The schedule could include: financing activities; design activities, bidding/negotiation; construction; information technologies planning; furnishing selection and procurement; all Project phasing; occupancy; and close-out. City Board of Aldermen meetings may also be included on the schedule.

### **Procurement Professional Services**

- A. Lead the solicitation processes and procure qualified service providers required for the project. These providers could include; business and operational planning; architecture and preconstruction services; construction related environmental assessments; any required site remediation; hazardous materials survey; hazardous materials abatement; site survey; and other services as required.
- B. Develop agreements between the City and Professional. In conjunction with the City legal counsel and on behalf of the City, negotiate agreement through to execution.

### **Procure Construction Services/Manage Construction Phase**

- A. Assist as may be required to develop a detailed Request for Qualifications and the contractor pre-qualification process for interested general contractors and construction managers. If necessary, assist with identifying qualified firms.
- B. Assist in the evaluation of qualifications packages submitted by interested contractors and assist with developing the short list of firms to be invited to submit qualifications.
- C. Assist in formal notification to firms short-listed and eliminated from contention following the pre-qualification process.
- D. Assist in detailed Request for Proposal and the solicitation of proposals from pre-qualified contractors. Include any other documentation required to receive bids and to review proposals.
- E. Assist in the evaluation process of firms that submit proposals. Assist with identifying firms that could potentially be interviewed.
- F. Coordinate interviews with firms short-listed following proposal submittal and review. Lead interviews and document critical and pertinent information for later evaluation. Lead evaluation process to select successful firm.
- G. Assist and/or lead the preconstruction effort to ensure the Program budget and schedule goals are clearly defined and subsequently met. Preconstruction activities include the development of a detailed construction schedule and cost estimate at the conclusion of each design phase. Other Preconstruction activities include: constructability review; site planning and logistics; subcontractor pre-qualification and solicitation; assistance in resolution of zoning; and permitting issues, etc.
- H. Ongoing oversight of the contractor's efforts and ensure timely completion and close-out of the Program.